14.   SASS - Service Address Street Suffix

Identifies the suffix to the street name of the service address.

USAGE: This field is conditional.

Optional when the SASN field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 4 alphanumeric characters.

EXAMPLE: | N· | W | | |

Where **NW** is the street suffix for the address 25W 450 1/2 SW Camino Ramon
Lane **NW** Suite 23.

15.   **SADLO - Service Address Descriptive Location**

Identifies additional location information for the service address..

USAGE: This field is conditional.

Required when SANO is not populated, the service is at an unnumbered location, or
additional instructions are needed to locate the service location, otherwise optional.

DATA CHARACTERISTICS: 100 alphanumeric characters.

EXAMPLE: | T | R | A | I | L | E | R | | B | E | H | I | N | D | | G | A | S | | S | T | A | T | I | O |
N		N	E	X	T		T	O		P	O	S	T		O	F	F	I	C	E				

16.   **FLOOR**

Identifies the floor of the end user location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alphanumeric characters.

EXAMPLE: | 3 | 2 | | |

17.   ROOM

Identifies the room, slip, lot, unit or apartment of the end user location.

Include "slip", "lot", "unit", "apt", "suite" etc., followed by a space and the information when entering something other than room number.

If the number is not known due to building construction, enter TBD (To Be Determined).

USAGE: This field is optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLES: | 2 | 1 | 3 | 3 | B | | | | |

| S | L | I | P | | 4 | | | |

18.   **BLDG - Building**

Identifies the specific building, when there are multiple buildings, at one address at the end user location.

Designates the building when there are multiple buildings at one address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLE: | 4 | A | | | | | | | |

19.   **CITY**

Identifies the city, village, township, etc. of the end user location.

USAGE: This field is required.

DATA CHARACTERISTICS: 25 alpha characters.

EXAMPLE: | P | I | S | C | A | T | A | W | A | Y | | | | | | | | | | | | | | | |

20.   **STATE - State/Province**

Identifies the two character postal code for the state/province of the end user location.

USAGE: This field is required.

DATA CHARACTERISTICS: 2 alpha characters.

EXAMPLE: | N | J |

21.   **ZIP CODE**

Identifies the zip code or postal code of the end user service location.

USAGE: This field is required.

DATA CHARACTERISTICS: 10 alphanumeric characters.

EXAMPLE: | 0 | 7 | 0 | 3 | 9 | | | | | |

22.   **LCON - Local Contact**

Identifies the local contact name for access to the service location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alphanumeric characters.

EXAMPLE: | J | O | H | N | | S | M | I | T | H | | | |

23.   **TEL NO - Telephone Number**

Identifies the telephone number of the local contact for the service location

USAGE: This field is optional.

DATA CHARACTERISTICS: 17 numeric characters. (including 3 preprinted numbers)

EXAMPLE: | 2 | 0 | 1 | - | 9 | 8 | 1 | - | 3 | 5 | 8 | 7 | - | | | | |

24.   **EUMI - End User Moving Indicator**

Identifies that the end users location is changing.

USAGE: This field is optional.

              End user address information for the new location is required when "Y" is populated

DATA CHARACTERISTICS: 1 alpha character.

VALID ENTRIES: Y = End User is moving

EXAMPLE: | Y |

25.   ACC - Access Information

This field indicates special access instructions at the end user location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 115 alphanumeric characters.

EXAMPLES:

| K | N | O | C | K | | H | A | R | D | | O | N | | S | I | D | E | | D | O | O | R | | |

| B | E | W | A | R | E | | O | F | | D | O | G | | | | | | | | | | | | |

| C | A | L | L | | 1 | 2 | 3 | - | 1 | 2 | 3 | 4 | | B | E | F | O | R | E | | G | O | I | N |

| G | | | | | | | | | | | | | | | | | | |

26.   **WSOP - Working Service on Premises**

Indicates if there is a working service at the end user location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character.

VALID ENTRIES: A = Additional line request
                 V = Validate status of existing service, interfering service

EXAMPLE: | A |

27.   **CPE MFR - Customer Premises Equipment Manufacturer**

Identifies the manufacturer of the CPE.

USAGE: This field is optional.

DATA CHARACTERISTICS: 20 alphanumeric characters.

EXAMPLE: | M | O | T | O | R | O | L | A | | | | | | | | | | | | |

28.   **CPE MOD - Customer Premises Equipment Model Number**

Identifies the model number of the CPE.

USAGE: This field is optional.

DATA CHARACTERISTICS: 20 alphanumeric characters.

EXAMPLE: | B | I | T | S | U | R | F | E | R | | | | | | | | | | | |

Inside Wire

29.   IWO - Inside Wiring Options

Identifies the requirement for inside wire services.

USAGE: This field is conditional.

Optional if REQ TYP is "E," otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

VALID ENTRIES: S = Provide repair plan for inside wire.
                U = Provide inside wiring and repair plan.
                W = Provide inside wiring

EXAMPLE: | S |

30.   **IWBAN - Inside Wiring Bill Account Number**

Identifies the billing account number for charges associated with inside wire.

USAGE: This field is optional.

DATA CHARACTERISTICS: 13 alphanumeric characters

VALID ENTRIES: Billing Account Number
                E = Existing Customer Billing Account Number
                N = New Billing Account Number requested.

EXAMPLE: | 2 | 0 | 1 | - | 9 | 8 | 8 | - | 7 | 3 | 0 | 0 | |

31.   **IWCON - Inside Wire Contact**

Identifies the name of the person to be contacted for inside wire.

USAGE: This field is conditional.

Required when the IWO field is populated, otherwise optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: | T | O | M | | J | O | N | E | S | | | | | | | | | | | | | |

32.   **TEL NO - Inside Wire Contact Telephone Number**

Identifies the contact telephone number associated with inside wire.

USAGE: This field is conditional.

Required when the IWCON field is populated, oterhwise prohibited.

DATA CHARACTERISTICS: 17 numeric characters. (including 3 preprinted hyphens)

EXAMPLE: | 2 | 0 | 1 | - | 9 | 8 | 8 | - | 7 | 6 | 2 | 3 | - | 1 | 0 | 1 | 2 |

**   **LOCBAN - Local Billing Account Number**

This field has been deleted in this version.

Bill Section

33.   **EAN - Existing Account Number**

This field is **NOT APPLICABLE** in BellSouth.

34.   **EATN - Existing Account Telephone Number**

This field is **NOT APPLICABLE** in BellSouth.

35.   **FBI - Final Bill Information Indicator**

Indicates whether an end user final bill should be sent to either the existing billing address or a different address.

USAGE: This field is optional.

If the valid entry is "D," the BILLNM, STREET, STATE and ZIP CODE fields must be populated.

DATA CHARACTERISTICS: 1 alpha character

VALID ENTRIES: D = Different
                       E = Existing

EXAMPLE: | D |

36.   **BILLNM - Bill Name**

Identifies the end user bill name.

The end user final bill name will reamin as it appears on the BST record.

USAGE: This field is conditional.

Required when the FBI field is "D," otherwise optional.

DATA CHARACTERISTICS: 20 alphanumeric characters.

EXAMPLE: | A| B| C| | C| O| | | | | | | | | | | | | | |

3". **SBILLNM** - Secondary Billing Name

Identifies the name of a department or group within the designated BILLNM entry.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: | A | C | C | O | U | N | T | S | | R | E | C | E | I | V | A | B | L | E | | | | | | |

38. **STREET - Street Address**

Identifies the street of the billing address associated with the billing name.

USAGE: This field is conditional.

Required when the FBI field is "D."

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: | 1 | 2 | 5 | | E | | M | A | I | N | | S | T | R | E | E | T | | | | | | | | |

39. **FLOOR**

Identifies the floor for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alphanumeric characters.

EXAMPLE: | 3 | 2 | | |

40. **ROOM**

Identifies the room for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLE: | 1 | K | 1 | 5 | 1 | A | | | | |

41. **CITY**

Identifies the city, village, township, etc. of the billing address associated with the billing name.

USAGE: This field is conditional.

Required when the FBI field is "D," otherwise optional.

DATA CHARACTERISTICS: 25 alpha characters.

EXAMPLE: | L | I | V | I | N | G | S | T | O | N | | | | | | | | | | | | | | | |

42. **STATE - State/Province**

Identifies the two character postal code for the state/province of the billing address associated with the billing name.

USAGE: This field is conditional.

Required when the FBI field is "D," otherwise optional.

DATA CHARACTERISTICS: 2 alpha characters.

EXAMPLE: | N | J |

43. **ZIP CODE**

Identifies the zip code or postal code of the billing address associated with the billing name.

USAGE: This field is conditional.

Required when the FBI field is "D," otherwise optional.

DATA CHARACTERISTICS: 10 alphanumeric characters.

EXAMPLES: | 0 | 7 | 0 | 3 | 9 | | | | | |
| 0 | 8 | 8 | 5 | 4 | - | 1 | 2 | 3 | 4 |
| M | 5 | A | | 1 | X | 7 | | | |

44.   BILLCON - BILLING CONTACT

Identifies the name of the person or office to be contacted on end user final billing matters.

USAGE: This field is conditional.

Required when the FBI field is populated and/or this entry is different form the BILLNM field, otherwise optional

DATA CHARACTERISTICS: 15 alphanumeric characters.

EXAMPLE: | J | A | N | E | | T | | D | O | E | | | | | |

45.   TEL NO - Telephone Number

Telephone number of the billing contact.

USAGE: This field is conditional.

Required when the BILLCON field is populated, otherwise optional.

DATA CHARACTERISTICS: 17 numeric characters. (including 3 preprinted hyphens)

EXAMPLE: | 2 | 0 | 1 | - | 5 | 5 | 5 | - | 3 | 4 | 0 | 0 | - | 2 | 2 | 2 | |

46.   SSN - Social Security Number

Identifies the social security number of the end user in the BILLNM field.

USAGE: This field is **NOT APPLICABLE** in BellSouth.

Disconnect Information

47. **REF NUM - Reference Number**

Identifies the first line or trunk as a unique number and each additional line or trunk segment as a unique number. Once generated, it cannot be changed and is retained through completion of the request. The values are to be assigned consecutively and must be unique throughout the request at the PON level.

USAGE: This field is conditional.

Required when the DISC # field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 4 numeric characters.

EXAMPLE: | 0 | 0 | 2 | 3 |

48. **DISC # - Disconnect Telephone Number**

Identifies the end user telephone number to be disconnected.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 numeric characters (including 2 preprinted hyphens).

EXAMPLE: | 2 | 0 | 1 | - | 6 | 9 | 9 | - | 1 | 2 | 3 | 4 |

49. **TER - Terminal Number**

Identifies a non-lead line in a multi-line hunt group. This entry may represent the maintenance number assigned to a member of a multi-line hunt group.

USAGE: This field is optional.

DATA CHARACTERISTICS: 8 alphanumeric characters.

EXAMPLES: | 0 | 0 | 0 | 5 | | | | |

| 7 | 1 | 8 | - | 1 | 0 | 0 | 0 |

50. **TC OPT - Transfer of Call Options**

Identifies the type of transfer of call option requested by the end user for the disconnected telephone number when the standard intercept report is not desirable. Standard intercept will automatically apply when this field is not populated.

The following is the **Standard Intercept Report**: "The number you have reached has been disconnected".

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alphanumeric characters.

VALID ENTRIES: **Custom Code Identifier**   **Intercept Report**
                                    TC   The number you have reached XXX-XXXX has been changed. The new number is XXX-XXXX.

EXAMPLES: | T | C | |

51. **TC TO - Transfer of Calls To**

Identifies the telephone number to which calls are to be referred.

USAGE: This field is conditional.

Required when the TC OPT field entry is "TC", otherwise prohibited.

DATA CHARACTERISTICS: 12 numeric characters. (including 2 preprinted hyphens)

EXAMPLE: | 2 | 0 | 1 | - | 6 | 9 | 9 | - | 1 | 2 | 3 | 4 |

52.   TC PER - Transfer of Calls Period

Indicates the requested date that the transfer of calls, specified in the TC TO field, is to be removed and the standard recorded announcement is to be provided. When the standard period of transfer is acceptable. the field is to be left blank. Transfer of calls period may be reduced due to a shortage of numbers or the number is specifically requested by another client.

Type of Service	Standard Period for Transfer of Calls
Residence	3 months
Business	12 months or the life of the directory

USAGE: This field is conditional.

Optional when the TC TO field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 10 alphanumeric characters. (including 2 hyphens)

VALID ENTRIES: Two Digit Month (01-12))
                 Two Digit Day (01-31)
                 Two Digit Century (00-99)
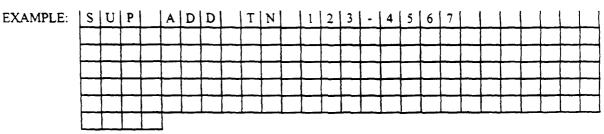   Two Digit Year (00-99)

EXAMPLES: | 0 | 8 | - | 1 | 0 | - | 1 | 9 | 9 | 7 |

53.   **REMARKS**

Identifies a free flowing field which can be used to expand upon and clarify other data on this form.

USAGE: This field is optional.

DATA CHARACTERISTICS: 160 alphanumeric characters.

EXAMPLE: | S | U | P | | A | D | D | | T | N | | 1 | 2 | 3 | - | 4 | 5 | 6 | 7 | | | | | | | |

ALPHABETIC/NUMERIC CROSS REFERENCE GLOSSARY
END USER INFORMATION FORM

The following table is an alphanumeric cross-reference glossary of the EU Form fields.

	Field Abbreviation	Field #	Field Name
	ACC	25	Access Information
*	AN	3	Account Number
*	ATN	4	Account Telephone Number
	BILLCON	44	Billing Contact
	BILLNM	36	Bill Name
	BLDG (END USER)	18	Building
	CITY (BILLNM)	41	City
	CITY (END USER)	19	City
*	CPE MFR	27	Customer Premises Equipment Manufacturer
*	CPR MOD	28	Customer Premises Equipment Model
	DISC #	48	Disconnect Telephone Number
	DQTY	5	Disconnect Quantity
*	EAN	33	Existing Account Number
*	EATN	34	Existing Account Telephone Number
	EUMI	24	End User Moving Indicator
	FBI	35	Final Bill Information Indicator
	FLOOR (BILLNM)	39	Floor
	FLOOR (END USER)	16	Floor
	IWBAN	30	Inside Wire Bill Account Number
	IWCON	31	Inside Wire Contact
	IWO	29	Inside Wiring Options
	LCON	22	Local Contact
**	LOCBAN	**	Local Billing Account Number
	NAME	7	End User Name
	PG __ OF __	6	Page ___ of ___
	PON	1	Purchase Order Number
	REF NUM	47	Reference Number
	REMARKS	53	Remarks
	ROOM (BILLNM)	40	Room
	ROOM (END USER)	17	Room
*	SADLO	15	Service Address Descriptive Location
*	SANO	9	Service Address House Number
*	SAPR	8	Service Address House Prefix
*	SASD	11	Service Address Street Directional
*	SASF	10	Service Address House Number Suffix
*	SASN	12	Service Address Street Name
*	SASS	14	Service Address Street Suffix
*	SATH	13	Service Address Thoroughfare
	SBILLNM	37	Secondary Billing Name
	SSN	46	Social Security Number
	STATE (BILLNM)	42	State/Province

	Field Abbreviation	Field #	Field Name
	STATE (END USER)	20	State/Province
	STREET (BILLNM)	38	Street Address
**	STREET (END USER)	**	Street Address
	TC OPT	50	Transfer of Call Options
	TC PER	52	Transfer of Calls Period
	TC TO	51	Transfer of Calls To
	TEL NO (BILLCON)	45	Telephone Number
	TEL NO (IWCON)	32	Telephone Number
	TEL NO (LCON)	23	Telephone Number
	TER	49	Terminal Number
	VER	2	Version Identification
	WSOP	26	Working Service on Premises
	ZIP CODE (BILLNM)	43	Zip Code
	ZIP CODE (END USER)	21	Zip Code

* This field has been added to this form.
** This field has been deleted from this form.

DIRECTORY LISTING REQUEST (DLR) FORM

Description

Information required for ordering listings is provided in the various fields contained within the DLR Form and provides the administrative and listing information associated with a customer's request. The Directory Listing Request can be associated with a Local Service Request form (LSR) and the End User form (EU) or, where appropriate may be submitted as a "stand alone" request.

The Administrative Section contains information pertaining to the service being ordered such as: purchase order number, version number, etc. Account telephone number and account number are also included in this section.

The Stand Alone Request Section should only be completed when the end user is an existing CLEC customer and only directory listing changes are requested. LSR and EU forms are not required when this section is completed and only Directory Listing changes are being made to existing CLEC accounts.

The Directory Delivery Section contains information pertaining to the delivery addresses and associated delivery information

The Listing Information Section contains listing specific details necessary for the processing of the request such as advance to directory, listing sequence, degree of indention, etc.

When no listing changes are needed and the Activity Code of "V" is selected on the LSR for (Conversion of Service to a new Local Service Provider, as specified), the Directory Listing Form is not required

Administrative Section

PON - Purchase Order Number

Identifies the customer's unique purchase order or requisition number that authorizes the issuance of this request or supplement.

VER - Version Indentification

Identifies the customer's version number. Any reissuance can use this entry to uniquely identify the form from any other version.

Each reissuance (supplement) must be populated with a sequential number one digit higher than the preceding supplement for this PON. The highest populated number in this field indicates the latest supplement.

AN - Account Number

Identifies the main account number assigned by the new service provider.

ATN - Account Telephone Number

Identifies the account telephone number assigned by the new service provider.

Page ____ of ____

Identifies the page number and total number of pages contained in this request.

Stand Alone Request Section

Date

Identifies the date this request is submitted.

CLEC Name

Identifies the Competitive Local Exchange Carrier name.

Telephone Number

Identifies the CLEC telehpone number.

Fax

Identifies the CLEC fax number.

Initiator Identification

Identifies the CLEC's representative who originated this request.

Initiator Tel Number

Identifies the telephone number of the initiator.

Billing Account Number (BAN)

Identifies the billing account to which the recurring and non-recurring charges for this request will be billed.

Type of Service

Identifies the end user account as business, residence or government.

Select the appropriate block to indicate the end user's type of service.

- **Business**
- **Residence**
- **Government**

Desired Listing Due Date

Identifies the customer's desired due date for the listing.

End User Name

Identifies the name of the end user. The name in this field is not intended to be used for Directory Services.

End User Address

Identifies the street address of the end user location.

End User Account Number

Identifies the end user existing account number or existing account telephone number.

Directory Delivery Section

Delivery Name

Identifies the name of the end user for directory deliveries.

Required when the DELIVERY ADDRESS field is populated.

Delivery Address

Identifies the directory delivery address for the end user.

Provide address information here only if delivery address is different from the end user address indicated in the Stand Alone section on this form or on the END USER FORM.

White / Yellow Page Delivery

The end user will automatically receive both white and yellow page directories for the end user.

Annual Qty (White/Yellow)

Identifies the quantity of local white and yellow page directories to be delivered on an annual delivery basis.

Residential end users are entitled to one to three (1-3) local directories per account.
Business end users are entitled to one (1) directory per access line.

If the end user requests additional local directories on a "Standing Order" basis, enter number required here.

Interim Qty

Identifies an end user request for additional or replacement local directories at the time of the Local Service Request. If no number is shown, the end user will not receive additional directories at the conversion of service. However, the end user will be placed on the normal annual delivery schedule.

Listing Information Section

Advance Listing to Directory (AVL)

If the end user service will be effective after Business Office Close (BOC - relating to the publisher's closing of directory books) but they have an urgent need to appear in the directory, indicate here. There is a limited window (a few days) after BOC when listings can be "advanced" to the book.

Correct Listing

Indicate if this request if to correct a listing.

Ref Num - Reference Number

Identifies the first listing as a unique number and each additional listing segment as a unique number.

Must be unique at the PON level.

ACT - Activity

Identifies the activity involved for the listing.

VALID ENTRIES: A = New Listing and/or Account
                 D = Delete Listing

When changing an existing CLEC listing, both "A" and "D" activity entries are required.

Listing Order

Used to show the desired sequence for a caption listing. An alpha character represents the first (main) listing. i.e., 'A' is the first listing an end user wants. Numbers refer to the sequence of the listings to follow the main listing.

EXAMPLE: A1   Smith Hardware Stores, Inc.
             A2   Branch Stores

If the listing is a 'straight line' listing, with only one line of customer information (name, street address, city and number), no entry is required in this section.

Caption Indent Level

Indicates the amount of indention for a caption listing.

VALID ENTRIES: 0 = Left Hand Justification (No Indent)
                1 = 1 Level of Indent (1 Space to the Right)
                2 = 2 Levels of Indent (2 Spaces to the Right)
                3 = 3 Levels of Indent (3 Spaces to the Right)

EXAMPLE:

Listing Order	Caption Indent Level	Book Appearance
A1	0	Smith Hardware Stores, Inc.
A2	1	Branch Stores
A3	2	1416 Main Street......111-1111
A4	2	182 Broxton Dr.........222-2222
A5	1	Billing.........................333-3333
A6	1	Home Delivery...........444-4444

If the listing is a 'straight line' listing, with only one line of customer information (i.e. name, street address, city and number), no entry is required in this section.

Telephone Number

Identifies the telephone number for the listing request.

List the end user numbers, as appropriate, to associate them with the correct line or the end user listing.

Listing Type

Identifies the type of listing requested.. The designation may be different for different numbers in the caption listing.

Code	Description
LN	**Listed** - The Listed name is in the printed directory and in directory assistance operator records. One listing is provided without charge for each non-hunting access line telephone number.
NL	**Non-Listed** - The listing does not appear in the printed directory but is available through directory assistance.
NP	**Non-Published** - The listing is not in the printed directory and is not available through directory assistance.
AML1	**Additional Main Listing 1** - A free listing available to subscribers of RingMaster service. USOC DRS1X
AML 2	**Additional Main Listing 2** - A free listing available to subscribers of RingMaster II service. USOC DRS2X
AL	**Additional Listing Residence** - This listing provides telephone numbers under other names for residence service.
XL	**Additional Listing Business** - This listing provides telephone numbers under other corporations, firms. or personal names for business.
AC	**Alternate Call Listing** - A listing with descriptive text providing a number to receive calls when the primary number does not answer or during specific time periods.
AC	**Night, Sunday and Holiday** - A listing providing a number to receive calls at night and on Sundays and holidays.
AC	**Indented under Night, Sunday and Holiday** - A listing that is indented under a Night. Sunday and Holiday listing.
ASL	**Answering Service Listing** - A listing for clients of Telephone Answering Service Providers (TAS).
CR	**Cross Reference Listing** - A listing which refers directory users from one listing to another (i.e., from one name to another name or from one listing to another listing alphabetized differently in the directory.)
DB	*****Designer Bold** - Name, address. and telephone number appear in bold type.
DBP	*****Designer Bold Plus** - Name. address, and telephone number appear in bold type plus ruled lines above and below listing.
DS	*****Designer Script** - Name. address. and telephone number appear in cursive (script) type.
DSP	*****Designer Script Plus** - Name. address. and telephone number appear in cursive (script) type plus ruled lines above and below listing.
DL	*****Designer Extra Line Standard** - Allows information to help identify the end user listing or simply to express themselves in standard type
DLB	*****Designer Extra Line Bold** - Allows information to help identify the end user listing or simply to express themselves in bold type
DLS	*****Designer Extra Line Script** - Allows information to help identify the end user listing or simply to express themselves in cursive (script) type
FL	**Foreign Listing** - This listing provides for customers who request to be listed in directories of calling areas other than their own. Requires an entry in the Foreign Secondary Directory Name field.